

Taking an On-Line Assessment:

After applying for a position with the City of West Des Moines you may be notified by email that you need to complete an Assessment which has been posted to your Candidate Self Service Screen under the “Assessments” header.

Candidate Self Service

Recently Applied For	Applied On
Intern Undergraduate	05-Jan-2010
Intern Undergraduate	06-Jan-2010
Library Page	05-Jan-2010
Lifeguard	07-Jan-2010
Police Officer	10-Sep-2009

[CLICK HERE TO VIEW ALL MY APPLICATIONS](#)

[CLICK HERE TO VIEW ALL OPEN POSTINGS](#)

My Assessments

Assessment Description (click to view detail)	On or After	Status
Lifeguard General Assessment	07-Jan-2010 02:21 PM	Planned, Conf

[CLICK HERE TO VIEW ALL MY ASSESSMENTS](#)

Message Board

Notices


Step One: You have an assessment waiting for you under the “My Assessments” heading on the Candidate Self Service page. Click this Assessment.


My Assessment History

Your Assessment Schedule

Assessment	Date	Status
GA-PR-LIFEGUARD	07-Jan-2010 02:21 PM	Completed
GA-PR-LIFEGUARD	08-Jan-2010 02:06 PM	Completed
GA-PR-LIFEGUARD	08-Jan-2010 02:15 PM	Completed
GA-PR-LIFEGUARD	12-Jan-2010 04:13 PM	Completed
GA-PR-LIFEGUARD	19-Jan-2010 04:55 PM	Completed
GA-PR-LIFEGUARD	21-Jan-2010 11:06 AM	Planned, Conf

1 - 6 of 6

 TAKE ASSESSMENT



Step Two: After clicking to open your Assessment now click "TAKE ASSESSMENT" to take this assessment.

Assessments waiting to be taken will be labeled either "Planned, Conf" or "To Be Taken". You will only be able to take assessments while the recruitment is OPEN unless otherwise instructed.


is completing and online assessment.	QUESTIONS: 1 to 3 of 3	Time Started : 4:39 PM
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General Assessment 1

[1] Do you have the legal right to work in the US?
☐ Yes
☐ No

[2] Are you 18 years of age or older?
☐ Yes
☐ No

[3] Do you have a high school diploma or GED?
☐ Yes
☐ No



Step Three: Complete your Assessment. The Assessment format is simple. The example is a brief, three question assessment. Once you have selected the most accurate response click "Complete" to submit your Assessment.

is completing and online assessment.	QUESTIONS: 1 to 3 of 3	Time Started : 4:39 PM
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General Assessment 1

Thank you for completing the online assessment.

This window can now be closed.



Clicking "CLOSE" returns you to "My Assessment History".

My Assessment History		
Your Assessment Schedule		
Assessment	Date	Status
GA-PR-LIFEGUARD	07-Jan-2010 02:21 PM	Completed
GA-PR-LIFEGUARD	08-Jan-2010 02:06 PM	Completed
GA-PR-LIFEGUARD	08-Jan-2010 02:15 PM	Completed
GA-PR-LIFEGUARD	12-Jan-2010 04:13 PM	Completed
GA-PR-LIFEGUARD		Completed

You have now completed your Assessment and returned to the “My Assessment History” page. Your Assessment now shows “Completed”.